



Segue Institute for Learning

Where ALL Students are "AT PROMISE"

325 Cowden Street – Central Falls, RI – 02863

Phone – (401) 721-0964 * Fax – (401) 721-0984 * Website – SegueIFL.org

Angelo Garcia – Founder, Executive Director

Board of Directors Monthly Meeting

Monday, November 17, 2014

5:30 – 7:00 p.m.

Annex Building Conference Room

MINUTES

Call to Order:

Mr. Wentzell called the meeting to order at 5:30 p.m. and established a quorum.

Roll Call:

Present: Jeffrey Wentzell, Lauren Schechtman, Tia-Ristaino-Siegel, Marc Harrison, Tabitha Elefsiades, Maggie Rivera.

Absent: Justin Cohen (*excused*), Nelly Hoffens-Vargas, and James Setaro

Staff: Angelo Garcia, Ann Manocchio, Melissa Lourenco, Amy Resnick, Amanda Larner and Grace Rivera

Guest: Barbara Baker

Approval Meeting Minutes:

— *Monday, October 20, 2014*

Mr. Wentzell asked members if they had an opportunity to read/revise the minutes. Ms. Rivera informed the members that minutes were not distributed due to not having made edits to the Finance report portion in time for members to provide feedback. Mr. Wentzell provided a few minutes for members to read the minutes. Afterwards he asked if there were any edits. Having none, a motion to accept the minutes as presented was made by Mr. Harrison and second by Mrs. Ristaino-Siegel. There being no opposition, minutes for Monday, October 20, 2014 were unanimously approved. Motion passed.

Staff & Committee Reports:

— *Founder, Executive Director*

Academics – Segue scholars continue receiving a first-class, academically stimulating curriculum program. School will not undergo NECAP testing, which usually takes place during the month of October, therefore students and staff enjoyed a less stressful month and were able to focus more on the curriculum and teaching as oppose to getting ready for testing. "Food for Thought" and "Power Hour" initiatives are going strong. Students are being challenged to perform greater tasks which drives them to perform at higher levels. There are still students new and old who continue to struggle with a longer school day. During the second quarter there will be a change of groups and staff. Segue is still waiting for the release of NECAP Science results by RIDE. Administration is not certain if this will come through. Other school districts have expressed their discontent with this issue. Segue staff continue to have conversations mainly during their common planning time (CPT) regarding how to support those students with the greatest needs. The addition of MAGnT classes to Friday schedules continues to be very positive and beneficial for both students and staff. Segue continues to work on the ELL Curriculum and Tuning Protocols during October. Board will receive a full report in November.

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Student Life – School had its first Spirit Week of the year, which started with a pep-rally and a full week of activities such as "pajama day", "school color day", and "super hero day" to name a few. A total of \$400 was collected in favor of the school cheerleaders. 8th grade had the most Spirit Week points making them the winners. Early in October, Ms. Blair, Segue's guidance counselor, organized and held a very successful High School fair where there were over 20 high schools represented. Many Segue scholars and their families attended. Also in early October, Ms. VanDeGiesen, Segue's school nurse, organized a very successful flu clinic where a large group of students, staff and parents participated. Segue students continue to participate in Breakfast during their advisory period. Participation continues to increase as all students are encouraged to partake in breakfast along with their advisor and peers. Administration and Aramark continue working to obtain an \$1800 grant in incentive funds. Scholars continue to fulfill their College Crusades obligations with the assistance of their advisor. Students also continue participating in Community Service projects by attending events held either in the community or at school. The athletics program continues successfully. Students are required to first attend mandatory afterschool homework/tutoring and then attend practice. Soccer season concluded successfully. Coaches and teams did a marvelous job representing the school. Afterschool programs are running smoothly, second quarter activities are in the planning process. Afterschool activities include: Chess, Hip Hop Dance, Cru-Club, Yearbook, Drama and Book Club.

Parental Involvement – the Family Engagement Committee members continue to actively meet and plan activities for the year. Throughout first quarter, parents and caregivers continued completing their service hours. During October the school had "bring a parent to school" days. A large number of parents participated, seeking higher participation next year. More participation from 6th grade parents than 7th and 8th grades. Nutrition and wellness lessons sponsored by the URI Snap Program continue on Fridays. Great parent attendance to these workshops which will continue in November and December.

Staff Related – A staff member left Segue to work at the Central Falls School District and one staff member who continues in maternity leave but is scheduled to return to the school in November. Segue's Literacy head coach resigned in October her last day will be early November. Mrs. Lourenco is working in moving staff around to accommodate these changes. More will be reported during November. Staff continues developing their Professional Growth Goals and SLOs. Both Mrs. Lourenco and Mrs. Boule are responsible with evaluating certified teaching staff. Conversely, Mr. Garcia is responsible for evaluating non-teaching staff. First round of meetings with non-teaching staff were completed in October.

School Community – Work continues on Segue's charter modification by school leadership. Charter amendment request to RIDE was not possible at this time. Mrs. Lourenco, Mr. Garcia and Segue's board continue to work with RIDE staff to reexamine the plan for charter growth. Segue will continue its participation in the League of Charter Schools for the next school year. Mr. Garcia was appointed League Secretary. Mr. Garcia is also participating in the "Charter Growth" sub-committee. Conversely, the League met in October to seek funds from the RI Foundation to hire a consultant to conduct a state-wide assessment and study on charter growth versus public demand and need. During October, Segue continued its connections with community based organizations such as the RI Food Bank, Pawtucket Youth Sports Organization, and the RI State Council of the Arts. Lastly, Mrs. Manocchio is working towards conducting a "work study" report which is scheduled to be introduced in the winter of 2015. This study is to assess the time frame staff spend on work

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whether at the school or at their homes and those tasks being completed to review and plan for the 2015-2016 school year.

Building Related – Administration continues its search for a roofing company to address present roof needed work. Although several vendors have visited the school site no one has follow through to undertake the task. Throughout the month of October there is an active leak in both the Music Room and Gym. Also throughout October, there were heat issues at the Annex building. Both Mrs. Manocchio and Mr. Gravina worked closely with ATC to address the air flow of heat and establish a schedule for ongoing duct maintenance.

— *Academics*

Mrs. Lourenco presented the board with a sample of findings of the latest STAR data. Along with Mr. Gravina they wanted to put together an honor roll for Segue students. 100 students were identified as belonging either to the High Honor roll or the Honor roll. Mrs. Lourenco explains that the purpose for this is two-fold, one being to celebrate these student's accomplishments and second to raise the bar and showing student growth. Students identified as High Honor are students who have a 3.5 grade point average (GPA) or higher while those identified as Honor would have a 3.2 GPA. Students will be recognized the following week for their accomplishments before the Thanksgiving break.

Mrs. Lourenco explains that the first page of her handout basically shows an analysis of the 1st Quarter Math scores. This analysis compares the proficiency levels in math of all three grades. This assessment was given to students who are either in interventions or not during the months of August and October 2014. The purpose of the second page is to (1) increase students overall and (2) to increase acceleration per student who are performing below grade level. Among the findings was the gap closure between students in interventions and students not in interventions. Lastly, Mrs. Lourenco commented that amidst the current conversation around the country regarding students being tested too much, she indicated that although Segue does continually test its students, there has been a reduction in this practice. She also indicated that Segue is different in that it allows its students to retake tests

— *Finance*

Mrs. Ristaino-Siegel informs the board that members met on October 6th and November 10, 2014. Final meeting for 2014 will be held on December 1st. All committee members were present at two previous meetings along with Segue's Director of Finance and Operations. Washington Trust bank reconciliation was reviewed through September 30 as well as the operating accounts. Receivables were reviewed through October 31, 2014 there being no payables to review.

The committee reviewed the 2013-2014 audit performed by Segue's auditors, Aaronson Lavoie Streitfeld Diaz & Co. as well as the federal programs for Segue and neither audits revealed any findings. The previous audit identified five topics which represent the strengthening of internal controls. Two were addressed during the 2013-2014 academic and fiscal year and were not present in the 2014 management letter. The matters addressed were the emergency disaster response plan and the movement of the majority of cash management to Washington Trust. The remaining three matters were addressed in the 2014 management letter and are still pending to be addressed in 2015. These relate to the employee handbook, weekly timesheets for employees and filing of salary

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authorizations for the Founder and Executive Director. An additional matter was added to the 2014 management letter pertaining to the USDA guaranteed loan where it was recommended that any future and important changes made be initialed by all parties involved. Lastly, the committee endorsed the audit and management letter presenting it at the present board meeting.

The committee has begun its preliminary discussion for the upcoming school year budget. At the beginning of 2015 school staff will submit to Mrs. Manocchio their anticipated needs and she will prepare a draft budget. During March, Mrs. Manocchio will present the draft budget to the Finance Committee for discussion. In April she will present a final budget to the committee who in turn will present to the full board for the first reading/review. During May, the board will vote to approve the new fiscal year budget.

— *Nominations & Governance*

Mr. Harrison informs the board the committee met on November 3 to discuss the RI Foundation Board Development event. Conversation continued to address new board membership, strategy and timetable for board member recruitment and retention. Opportunity has been extended to other board committees, school faculty and staff for suggestions on possible candidates. Members also discussed identifying best practices used by other boards to seek members, the inclusion of community members on board committees.

Work continues to prioritize the needs for membership including Academics committee, city residency, charter modification, parent representation, numerical balance and initiation process. Lastly, members discussed the start of outreach process and solidifying timeline and to continue seeking potential membership and "minding their networks". Committee's last meeting of 2014 is scheduled for December 8th.

New Business:

— *Review and Accept Independent Audit of 2013-2014 Finances*

Mrs. Manocchio indicates that the audit was emailed to the full board. She offered if anyone had questions she would answer them. Overall there were not audit findings as indicated in the Finance committee report resulting in a positive audit.

After a brief discussion a motion to accept the audit was made by Mr. Harrison and second by Mrs. Ristaino-Siegel. Having no opposition, audit was accepted by the board. Motion passed.

— *RIDE Dissemination Grant Opportunity*

Mr. Garcia informed the board regarding a meeting between RIDE's Office of Transformation and Charter Schools and the League of Charter Schools to talk about closing the communication gap. Drew Allsopp offered funds to Segue in the form of a grant where traditional public school districts could partner with public charter school to collaborate and share best practices. Mr. Garcia mentioned that it depended on the Central Falls school district's willingness to work with Segue. Efforts would be made to realize this, but if not possible with the sending district perhaps with another RI school district. A discussion ensued about the possibilities on undertaking this opportunity and the previous experiences with the sending district. Lastly, Mr. Garcia mentioned that if this was not possible Segue would not apply for this grant as it will not be able to fulfill the requirements.

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— *Update on meeting with Stephen Osborn/RIDE on Segue Charter Modification*

Mr. Garcia and Mrs. Lourenco met with Mr. Osborn to look at the configuration for charter modification. Segue has already started collecting data, but needed more concrete information from RIDE as to what they would need from the school to start the ground work. Segue wants to demonstrate that its growth would not mean the total shut down of the sending district. Mr. Garcia mentioned that board involvement was key during this process.

Adjournment:

A motion to adjourn the meeting was made by Mr. Harrison and second by Mrs. Ristaino-Siegel. All were in favor, motion passed. Meeting was adjourned at 6:35 p.m.

Next board meeting is Monday, December 15, 2014 at 5:30 p.m.

Minutes Approved by:

Justin Cohen – Signature on File
Board of Directors Co-Chair

Minutes Recorded by:

Signature on File
Grace M. Rivera

Staff Secretary to the Board

Approved on: December 15, 2014
Date

Date: December 15, 2014

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